



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist 3 [Classified Competitive]			Salary R26 \$64,677.09 - \$92,011.89
Posting Number 72-16	Position Number 947567	Number of Positions 1	Posting Period * From: 6/17/2016 To: 7/1/2016
Location: Division of Certificate of Need & Licensing 25 So. Stockton Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direct supervision of the Executive Director of the Nursing Home Administrators Licensing Board (Board), will be responsible for overseeing the day to day operations of the nursing home administrators licensing program and overseeing the operation of the statutorily required Nursing Home Administrators Board. Specific duties include ensuring the proper training, educations and licensing of administrator candidates in accordance with all state and federal regulations; issuing administrator licensing credentials in a timely and accurate manner, ensuring the timely completion of mandated criminal background checks; completing required correspondence responsively and timely. Preparing for six annual Board meetings, including scheduling, issuing meeting notices, preparing and distributing materials, taking meeting minutes and subsequent to meeting preparing and distributing follow-up correspondence to administrators of addressing disciplinary actions against licensed administrators as determined necessary by the Board.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <p>NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Christine Pogorzelski, Administrative Assistant 2 Health Facilities Evaluation and Licensing Reference Posting #72-16 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHFEL@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**